



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
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WASHINGTON DC 20310-0103

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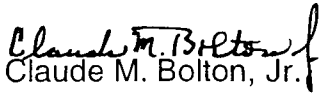
SFAE-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority for the Payment of Expenses to
Obtain Professional Credentials for Army Civilian Employees

I delegate to you this authority to approve the Payment of Expenses to Obtain Professional Credentials for Army Civilian Employees assigned to your organization at Enclosure 1. This authority may be redelegated to the lowest practicable level.

Additional guidance pertaining to this policy is at Enclosure 2. The Acquisition Support Center point of contact on this subject is Garet McKimmie, commercial (703) 805-1015, DSN 655-1015, or e-mail: garet.mckimmie@us.army.mil.


Claude M. Bolton, Jr.
Army Acquisition Executive

Enclosures

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Enclosure 1

Army Requirements for Payment of Expenses to Obtain Professional Credentials

All authorization on payments under this authority must completely comply with Department of Defense (DoD) policy contained at Enclosure 2 and with the following Army requirements.

1. Payment of expenses under this authority is NOT an entitlement. Continued payment of expenses associated with licenses and certification is discretionary and not guaranteed.
2. Priority for payment for expenses associated with licenses and certification and related expenses will be given when it is required by appropriate local, state, or Federal Government authority to perform the work required by an employee's position.
3. This authority does not apply to payment for academic degrees or fees for membership in professional societies or associations.
4. Payment shall be made on a reimbursable basis upon the successful receipt of the credential. Reimbursement will be through the completion of the SF 1164 and will be paid from the appropriation that pays the employee's salary.
5. Reimbursement of expenses covered under this authority may not be retroactive. The employee requesting reimbursement under this authority must have written approval from the appropriate approving official prior to incurring the expense.
6. Payment of certification expenses for a non-appropriated (NAF) fund employee will be from the funds used to pay other pay and benefits to that employee. If a NAF employee is paid with NAF funds exclusively, then NAF funds will be the exclusive source of funds for those payments. If a NAF employee is paid with NAF funds derived from contributions made from appropriated funds, then the contributions from appropriated funds to nonappropriated funds for that employee could include any certification expenses incurred by that employee. In every case the payments will come from NAF.
7. Functional chiefs and career field proponents may issue guidance on payments to employees in their respective career programs and career fields for career related professional credentials, professional accreditation, licenses, professional certification, and examinations to obtain such credentials.

Enclosure 2

DEPARTMENT OF DEFENSE (DoD) POLICY
CIVILIAN LICENSES, CERTIFICATIONS, AND RELATED EXPENSES

a. REFERENCES:

(1) Title 5, United States Code (U.S.C.), Section 5757, enacted by Section 1112 of the National Defense Authorization Act for Fiscal Year 2002.

(2) Chapter 23 of Title 5 U.S.C.

b. BACKGROUND:

(1) Prior to enactment of Title 5 U.S.C. § 5757 (reference (1)), the Comptroller General had interpreted federal law as prohibiting payment for expenses related to licenses and certifications. There were exceptions for requirements established in law or for qualifications set by the Office of Personnel Management.

(2) Section 5757 now permits agencies to use appropriated funds or funds otherwise available to the agency to pay for "expenses for employees [in any federal pay system] to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses, and professional certification; and examinations to obtain such credentials." This authority may not be exercised on behalf of any employee "occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy-advocating character of the position." This authority is discretionary on the part of agencies and is not an entitlement or benefit of employment.

c. DEFINITIONS:

(1) Licensing is the process by which an agency of [federal, state, or local] government grants permission to an individual to engage in a given occupation upon finding that the applicant has attained the minimal degree of competency required to engage in that occupation.

(2) Certification is recognition given to individuals who have met predetermined qualifications set by an agency of government, industry, or a profession.

(3) The DoD Components are the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Inspector General of the Department of Defense, the Defense agencies, the DoD Field Activities, and other organizational entities of the Department of Defense.

d. POLICY:

(1) Heads of DoD Components with appointing authority may approve payment for licenses, certifications, and related expenses consistent with this policy. This authority may be redelegated in writing.

(2) The Director, Washington Headquarters Services (WHS), is delegated the authority to approve payment for licenses, certifications, and related expenses, consistent with this policy, for the Office of the Secretary of Defense and those organizations receiving civilian personnel services from WHS.

(3) Use of this authority shall be consistent with any collective bargaining obligations.

(4) Components may use this authority where it is beneficial to the systematic development and enhanced job performance of employees in support of Administration management objectives, Departmental national security, or Component mission imperatives and goals. Components shall develop criteria for implementation of this authority and provide those criteria to the Office of the Deputy Assistant Secretary of Defense for Civilian Personnel Policy.

(5) Payment for licenses and certifications, and their subsequent renewals, may include, at the Component's discretion, such additional expenses as membership fees, fees for preparation for examinations, examinations, registration fees, and travel and per diem costs.

(6) Components shall ensure that criteria for payment of expenses to obtain professional credentials are applied consistent with merit system principles as set forth in 5 U.S.C. § 2301. All criteria shall be reviewed at regular intervals, as established by each Component.

(7) Unless permitted by law or regulations, Components may not establish minimum qualification requirements based upon the presence or absence of a license or certification.

(8) Components may not use this authority to obtain licenses or certifications from organizations that discriminate on the basis of race, color, religion, age, sex, national origin, parental status, or disability.

(9) Components shall use the Modern Defense Civilian Personnel Data System (DCPDS) for recording payments for licenses, certifications, and related expenses. The Modern DCPDS will be used to evaluate such payments.

- } email
CPOC
and/or
ask Rita

- call
Bernadette